



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date March 29, 1973		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE					
2. Agency Application No. 112				Date Received APR 30 1973		Application No. 73-308			
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact		Date Completed MAY 4 1973					
5. Working Title		6. Tel. No.							
7. ACTION REQUESTED <u>TO AMEND STANDARD NO. 399, DEC 4, 1972 & 422 DEC 12, 1972</u> <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> NO FURTHER ACCUMULATION ANTICIPATED.									
8. Earliest & Latest Dates of Series		9. Exact Series Title LICENSED (AGRICULTURAL PRODUCTS) DEALERS FILES							
10. What is the function of the office in which this record series is created? Agency Common Standards - these standards apply only to the Department of Agriculture. They are possible because more than one office of this agency creates files in the same record series, but for different geographic areas, different products or different services within the overall functional responsibilities of this Department. THIS IS A DEPARTMENT OF AGRICULTURE AGENCY WIDE "COMMON STANDARD".									
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to licensing of DEALERS IN AGRICULTURAL PRODUCTS such as seed, dairy products, eggs, livestock markets, livestock dealers or brokers, warehouses, etc. as designated in the Dealer in Agricultural Products Act of 1965, as amended, 1962. Included are: Application for appropriate license Copy of Appropriate License Bond Correspondence relating to application File is arranged alphabetically by dealer or broker. ATTACH SAMPLES OF THE FILE									
12. EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers						ANNUAL RATE OF ACCUMULATION			
Legal-size File Drawers						Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)	
								This Year's Last Year's Preceding Year's All Prior Years	
						AVERAGE DAILY REFERENCES			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?
License is good as long as bond is current. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

License is good as long as bond is current, unless revoked by the Commissioner of Agriculture for cause.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See Below, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify) _____ expired,

Hold license with current bond in active files until the bond is/revoked or withdrawn; then, withdraw folder from the active files, and place the folder in the inactive files. Cut off inactive files at the end of each calendar year; hold in current files **1 year**, then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	3/29/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	3/29/73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dick</i>	5-2-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	4-30-73
	Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Sheer</i>	5-2-73

STATE RECORDS
COMMITTEE